

JOB OPPORTUNITY
NOW HIRING



California State Auditor
Bureau of State Audits

2 POSITIONS AVAILABLE

EXECUTIVE SECRETARY I (1247/CD60) and/or EXECUTIVE SECRETARY II (1245/CD50)

PERMANENT/FULL TIME EMPLOYMENT

SALARY RANGE: **Executive Secretary I \$3,020.00 - \$3,672.00**
 Executive Secretary II \$3,288.00 - \$3,996.00

DUTIES: Under the general direction of a Staff Services Manager I, these positions perform a wide variety of confidential and essential administrative detailed work and tasks for staff of the Executive Office.

Duties include, but are not limited to:

- Preparing background information for a variety of meetings and appointments.
- Managing calendars.
- Preparing PowerPoint presentations.
- Handling written and verbal inquiries from the Legislature, press, public, and office employees.
- Preparing memos, letters, and other documents.
- Carrying out special and often complex assignments.
- Coordinating travel arrangements for conference, meetings, and training.
- Processing incoming legislative audit requests, maintaining files on audit status, and preparing monthly reports.
- Compiling and maintaining administrative, legislative, and confidential and historical files often containing controversial and politically sensitive material.
- Researching issues using statutes and legislative bill language as needed.
- Providing back-up assistance to the executive office administrative staff on an as-needed basis.

Duties and level of supervision will be commensurate with level of appointment.

DESIRABLE QUALIFICATIONS:

- Ability to work in a team environment and independently.
- Strong organizational and communication skills.
- Ability to communicate effectively with all levels of the organization.
- Patience, poise, flexibility, tact, reliability, dependability.
- Ability to prioritize and manage work that is subject to frequent change while meeting critical deadlines.
- Ability to handle multiple tasks and work well under pressure.
- Knowledge of Windows-based Microsoft Office 2007 Word, Excel and PowerPoint.

HOW TO APPLY:

- Complete a standard state application (STD. 678).
- **Under the "Remarks" section, please indicate your eligibility status.**

Send the completed application to:

Location
Bureau of State Audits
555 Capitol Mall, Suite 300
Sacramento, California 95814

Contact
Lynne Gaal
(916) 445-0255, ext. 226
(916) 322-7801 (fax)

FINAL FILING DATE: JANUARY 20, 2010, OR UNTIL FILLED

SELECTION PROCESS: Candidates who have lateral transfer eligibility or who have current employment list eligibility may apply. After an initial screening of applications, bureau personnel will select only the most qualified candidates for an interview. The appointment will be made in accordance with applicable personnel laws and rules.

Upon appointment, all employees of the bureau are subject to **fingerprinting and having a background check conducted.**

All Bureau of State Audits are excluded from collective bargaining.

**EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARTIAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION**

*IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT
WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH
THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.*